Approved For Release 2001/08/21 : CIA-RDP78-03930A000100040030-3

INSTRUCTIONAL TECHNIQUES 1950-1956

Approved For Release [illegible] RDP78-03930A000100

Approved For Release 2001/08/21 : CIA-RDP78-03930A000100040030-3

CONFIDENTIAL

8 December 1949

MEMORANDUM FOR: TRAINING STAFF MEMBERS

FROM: Chief, Staff Training Branch

SUBJECT: Instructors' Training Course #1

1. Attached is a schedule for an instructors' training course to be conducted for the first time from 12 December through 21 December. It is planned that such courses be conducted periodically by STB for all instructor personnel of the various T&D branches.

2. This course intends to acquaint new instructors with the specific tools, methods, and procedures required in the well rounded execution of training and evaluation responsibilities with particular emphasis on the work of this STB. Instructors who have already had some experience in [illegible] are invited to attend any particular phase of the course.

3. In order to make the course as effective as possible, it is requested that all materials, illustrations, notes, and specific suggestions for training techniques which could be used in the various lectures and presentations be forwarded to the undersigned.

25X1A [redacted]

1 attachment

CONFIDENTIAL

Approved For Release 2001/08/21 : CIA-RDP78-03930A000100040030-3

Approved For Release 2001/08/21 : CIA-RDP78-03930A000100040030-3

S-E-C-R-E-T

18 October 1954

MEMORANDUM FOR: Training Liaison Officers, DD/P

SUBJECT: Instructional Techniques Course #14
(Formerly Instructor Training Course)

1. The Instructional Techniques Course is designed to give personnel the essentials of training methods which will assist them in executing overseas assignments. This course is being conducted on the basis of thirty-six scheduled hours, with additional study time provided.

2. The course is scheduled to begin on 8 November and will terminate on 12 November 1954. Students are requested to report to the Auditorium, RIG Building, at 0830 hours on 8 November. Satisfactory completion of Phase II of the Basic Training Program or the equivalent operational experience is a prerequisite to the course.

3. All students must have clearance for TOP SECRET material.

25X1A

4. Training requests for all students should be sent to the Registrar, [redacted] by 3 November. Enrollment will be limited to twelve students.

5. Instructional Techniques Course #15 is tentatively scheduled to begin on 24 January 1955.

25X1A

[redacted]

MATTHEW BAIRD
Director of Training

S-E-C-R-E-T

Approved For Release 2001/08/21 : CIA-RDP78-03930A000100040030-3